

PEPFAR HIV Small Grants: Frequently Asked Questions



1. How many grants will be awarded?

PEPFAR Namibia has allocated US\$100,000 for these grants. Our intention is to disperse the funds to as many organizations that have creative and valid proposals as possible.

2. When will the grant begin?

Program activities should begin October 1st, 2014. However, prior to this, the PEPFAR office will communicate with applicants for clarification on the proposals, will organize a workshop with grant recipients to review procedures and requirements and will sign the awards. ***Note that this date (October 1st) is subject to change.***

3. What reporting is required?

Each grantee must submit a mid-term report and a final report. Reports will have both a programmatic and a financial section. A report template will be provided.

4. How will the grants be monitored?

The PEPFAR office will communicate regularly with grantees by phone or email and will conduct site visits to ensure that grants are implementing activities as indicated in the proposal and that funds are being used appropriately.

5. How will funds be disbursed?

In general, 50% of the grant amount will be disbursed at the start of the program. Forty-five percent will be disbursed mid-year, after the mid-term report has been submitted. The final 5% of funding will be disbursed after the final report has been submitted.

6. Who at the PEPFAR office should I contact if I need help?

Please use NamibiaHIVgrants@state.gov for your communication, telephone: 061 295 8520. Contact points are Tanja Englberger and Megan Gernes.

7. Where is the PEPFAR office located?

The PEPFAR office is located in Windhoek, in the Sanlam Building, on the third floor.

8. How often does the PEPFAR office solicit grants?

The PEPFAR office directly solicits HIV grants once a year.